

OFFICE OF THE DIRECTOR

Action Memorandum No. A-444

Date 26 MAR 1965

TO : Deputy Director for Science & Technology

SUBJECT : Automatic Data Processing - BOB Circular A-71

REFERENCE:

1. Executive Department guidelines distributed at the FPBC meeting 15 March set forth the President's request for each department and agency to examine carefully their ADP policies and management. With CIA each Directorate has its own special ADP requirements which will involve the budgeting of many dollars and considerable manpower over the next five years. The increasing need for computers in intelligence processes underscores the importance of sound planning based on a complete understanding of the present and future requirements of the Agency.

2. To meet this growing need, the DCI established an Office of Computer Services within the Directorate of Science and Technology on 5 August 1963 (HN 1-36). OCS currently operates the CIA Computer Center in behalf of all Directorates, provides reports to management on computer utilization, reviews new requirements for equipment acquisition, and coordinates Agency-wide computer needs in fulfilling liaison with industry and other Government agencies. Although specialized computer installations operate at NPIC (DD/I) and RID (DD/P), they are required to maintain close staff liaison and coordination with OCS in the interest of sound Agency management.

3. In order to achieve the highest degree of team action in connection with BOB Circular A-71, the Assistant Director for Computer Services

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should convene the ADP Committee [HR 7-1.d.(4)] to review Agency programs and plans for ADP and provide me a written report through FPBC not later than 1 June on outstanding issues, including but not confined to:

a. Projection of probable Agency automatic data processing needs over the next five years in the light of anticipated intelligence programs and ADP equipment advances;

b. Identification of possible alternative Agency actions and their costs with respect to projected needs;

c. Discussion of ways and means to achieve further economies in the use of the Agency's ADP assets;

d. Review of the Clewlow report with a recommendation for action thereon; and

e. Review of pertinent outstanding executive directives and pending legislation in order to recommend an Agency position with respect thereto.

4. For the purpose of the review I would like a representative from OBPAM included as a member of the ADP Committee. In view of the urgency implicit in the executive Directives, it may be necessary to require panel members to devote full time to the early completion of this report.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

cc: Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Support

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